

BIENNIAL REGISTRATION INFORMATION

- Biennial Registration only applies to permanent members of the Northern District Bar.
- The Biennial Registration Fee does not apply to attorneys admitted during the Biennial Year.
- The Biennial Registration Fee is **\$30.00** and is paid electronically through Pay.Gov (payments will no longer be accepted by regular mail). Attorneys must first log in to CM/ECF and docket the **Biennial Fee Payment** event (See **Instructions For Paying NDNY 2009 Biennial Fee**).
- Each attorney must pay the fee by logging into CM/ECF with their individual login (6 digit NDNY Bar Roll Number) and password. **Pay.Gov does not currently allow multiple attorneys to submit payments in one transaction.**
- The Biennial Fee is waived for attorneys employed by a State or Government Agency. If you have received the email notification and are exempt, **you must email biennial@nynd.uscourts.gov**. If you have not activated your CM/ECF account, you will need to do so.
- The Court will notify you via email when your Biennial Registration is due.
- Pursuant to Local Rule 83.1(e) you must keep the Court apprised of any address changes, electronic and/or physical, within 10 days of such change.
- If you wish to update your information, submit the automated request *Update My Information* in the CMECF section of the website. Click Register for ECF and complete the on-line form.
- Use the Attorney Lookup feature on the website to locate your Bar Number.
- Requests for Certificates of Good Standing will be denied for attorneys who fail to pay the Biennial Registration by the due date.
- If you inadvertently paid your Biennial Fee twice via Pay.Gov, follow the instructions for *Refunds of Fees Paid Electronically* located in the Biennial Registration Fee section of the website.
- If you wish to be removed from the rolls of the Northern District, submit the automated request *Voluntary Removal from the NDNY Bar* in the CMECF section of the website. Click Register for ECF and complete the on-line form.
- If you did not receive the notice via email, it means that your email address on file with the Court is not accurate and must be updated. To update your information, locate the green box in the CM/ECF section of the website and click on **Update Mailing Info**.